PeopleSoft Portal Implementation

North Dako

OMB Sta Off

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Adm. Code
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PeopleSoft
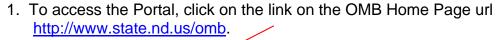Portal
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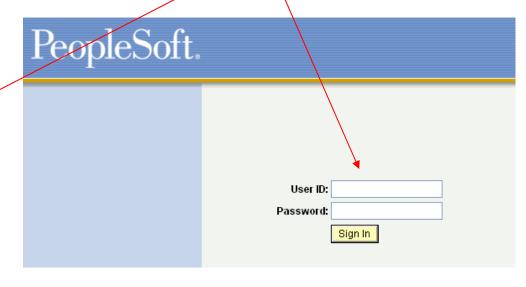Manuals
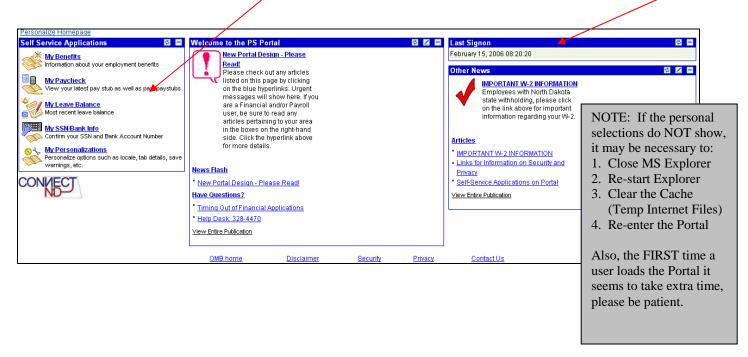Disclaimer
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July 1, 2005

CONNECT ND

1. To access the Portal, click on the link on the OMB Home Page url http://www.state.nd.us/omb.

2. Then enter your network (NDGOV) signon ID and (NDGOV) Password in the PeopleSoft Screen.
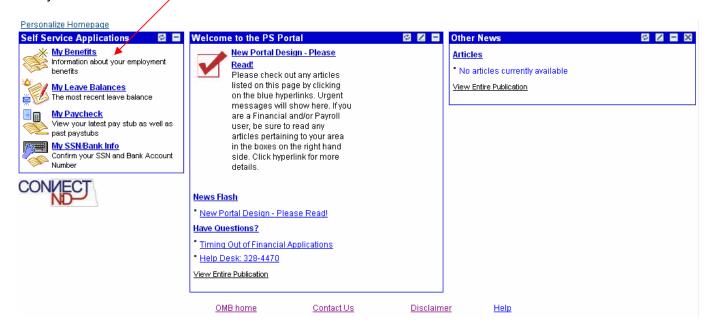
PeopleSoft.

User ID:
Password:

Sign In

3. You'll then see the Portal Page (*Shown below as it currently appears*). The Portal gives you access to your personal portal pages.

Personalize Homepage

Self Service Applications

My Benefits
Information about your employment benefits

My Paycheck
View your latest pay stub as well as past paystubs

My Leave Balance
Most recent leave balance

My SSN/Bank Info
Confirm your SSN and Bank Account Number

My Personalizations
Personalize options such as locale, tab details, save warnings, etc.

CONNECT ND

Welcome to the PS Portal

New Portal Design - Please Read!
Please check out any articles listed on this page by clicking on the blue hyperlinks. Urgent messages will show here. If you are a Financial and/or Payroll user, be sure to read any articles pertaining to your area in the boxes on the right-hand side. Click the hyperlink above for more details.

News Flash
" New Portal Design - Please Read!

Have Questions?
" Timing Out of Financial Applications
" Help Desk: 328-4470

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Last Signon
February 15, 2006 08:20:20

Other News

IMPORTANT W-2 INFORMATION
Employees with North Dakota state withholding, please click on the link above for important information regarding your W-2.

Articles
" IMPORTANT W-2 INFORMATION
- Links for Information on Security and Privacy
" Self-Service Applications on Portal

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NOTE: If the personal selections do NOT show, it may be necessary to:
1. Close MS Explorer
2. Re-start Explorer
3. Clear the Cache (Temp Internet Files)
4. Re-enter the Portal

Also, the FIRST time a user loads the Portal it seems to take extra time, please be patient.

Ultimately, the Portal will give you access not only to view your personal information but the ability to do business on-line such as maintaining personal information, benefit enrollment, requesting & tracking leave, etc. At the present time you have access to view the following pages:
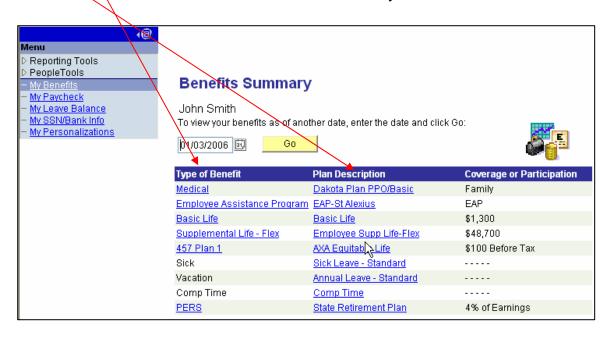
PeopleSoft Portal Implementation

My Benefits: The Benefits Summary provides you with information on the State sponsored benefits that you are enrolled in and links those benefits to sources of further information.

Personalize Homepage

Self Service Applications	Welcome to the PS Portal	Other News
My Benefits Information about your employment benefits	**New Portal Design - Please Read!** Please check out any articles listed on this page by clicking on the blue hyperlinks. Urgent messages will show here. If you are a Financial and/or Payroll user, be sure to read any articles pertaining to your area in the boxes on the right hand side. Click hyperlink for more details.	**Articles** • No articles currently available View Entire Publication
My Leave Balances The most recent leave balance		
My Paycheck View your latest pay stub as well as past paystubs		
My SSN/Bank Info Confirm your SSN and Bank Account Number	**News Flash** • New Portal Design - Please Read! **Have Questions?** • Timing Out of Financial Applications • Help Desk: 328-4470 View Entire Publication	

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Type of Benefit. Clicking on these links will provide you with additional information on your benefit enrollment.

Plan Description. Clicking on these links will take you to PERS/HRMS websites where you will find more detailed information about the benefit that you are enrolled in.

Menu
▷ Reporting Tools
▷ PeopleTools
— My Benefits
— My Paycheck
— My Leave Balance
— My SSN/Bank Info
— My Personalizations

Benefits Summary

John Smith
To view your benefits as of another date, enter the date and click Go:

01/03/2006   Go

Type of Benefit	Plan Description	Coverage or Participation
Medical	Dakota Plan PPO/Basic	Family
Employee Assistance Program	EAP-St Alexius	EAP
Basic Life	Basic Life	$1,300
Supplemental Life - Flex	Employee Supp Life-Flex	$48,700
457 Plan 1	AXA Equitable Life	$100 Before Tax
Sick	Sick Leave - Standard	- - - - -
Vacation	Annual Leave - Standard	- - - - -
Comp Time	Comp Time	- - - - -
PERS	State Retirement Plan	4% of Earnings

<u>FlexComp information</u>. If you are enrolled in the FlexComp plan, you can view your account balance, claim activity, claim history and payment history for the medical and dependent care spending accounts by clicking on the "<u>Flex Spending Health</u>" link under Type of Benefit.
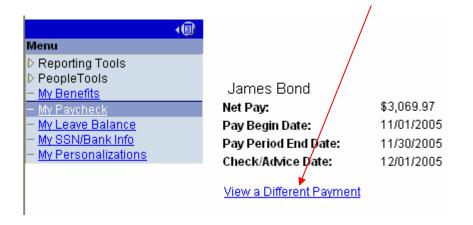
My Paycheck: Click on the "My Paycheck" link to access your current check/advice showing detailed employee information, tax data, paycheck summary, hours and earnings, employer paid benefits, taxes, before/after tax deductions, and net pay distribution.

Personalize Homepage

Self Service Applications	Welcome to the PS Portal	Other News
My Benefits Information about your employment benefits	✓ **New Portal Design - Please Read!** Please check out any articles listed on this page by clicking on the blue hyperlinks. Urgent messages will show here. If you are a Financial and/or Payroll user, be sure to read any articles pertaining to your area in the boxes on the right hand side. Click hyperlink for more details.	**Articles** • No articles currently available View Entire Publication
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From the 'My Paycheck' page a link is provided to view a check/advice with a different pay period end date, just click the "View a Different Payment" link.

Menu
▷ Reporting Tools
▷ PeopleTools
— My Benefits
— My Paycheck
— My Leave Balance
— My SSN/Bank Info
— My Personalizations

James Bond
Net Pay: $3,069.97
Pay Begin Date: 11/01/2005
Pay Period End Date: 11/30/2005
Check/Advice Date: 12/01/2005
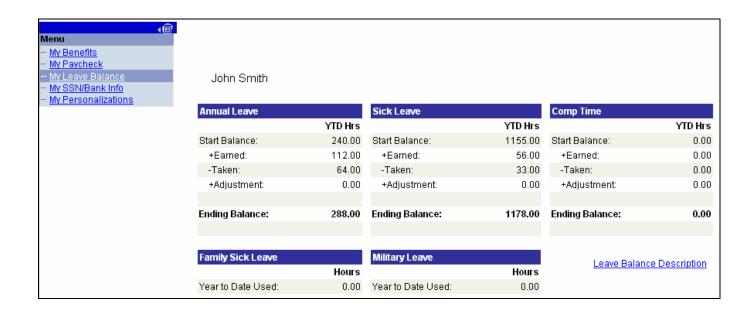
View a Different Payment

The Social Security Number and Bank Account information were removed from the 'My Paycheck' screens to ensure that if a user prints a copy of their Paycheck information, they won't inadvertently reveal that personal/confidential information.

My Leave Balance: Click on the "My Leave Balance" link to access your current annual, sick leave, comp time, family sick leave, and military leave balances.

PeopleSoft Portal Implementation

My SSN/Bank Info: Click on the "My SSN/Bank Info" link to access your personal/confidential information that was removed from the 'My Paycheck' view.

The Social Security Number and Bank Account information were removed from the 'My Paycheck' screens to ensure that if a user prints a copy of their Paycheck information, they won't inadvertently reveal that personal/confidential information.

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Menu
- My Benefits
- My Paycheck
- My Leave Balance
- My SSN/Bank Info
- My Personalizations

John Smith   987-65-4321

First ◀ 1 of 1 ▶ Last

Bank Name	Account Number	Account Type
WELLS FARGO	45645645456	Checking